



TENANCY APPLICATION

We value your interest and will endeavour to make the process as smooth and hassle free as possible. It is essential that each person, aged over 18 years old, who wishes to reside in the property completes an application form in full. Applications that are incomplete cannot be processed. Should you require assistance with completing the form, we would be more than happy to help. Please note your application cannot be processed until you have viewed the property.

Our office offers 24 hour approval if:

- Your application is fully completed
- All information submitted is correct and truthful
- All identification is attached/submitted (please ensure these are already copied)
- All information is able to be verified in the 24 hour timeframe
- The landlord of the property that you are applying for is contactable and selects your application

Our office can have you in a home within 24 hours of approval if:

- You have paid your full bond and two weeks rent
- The property is vacant and ready to be tenanted
- All parties are available to sign the General Tenancy Agreement

Each applicant must provide a minimum 100 points of identification as listed below. If you are unable to provide 100 points of identification, please notify our staff prior to submitting your application. We encourage you to supply copies of documents. **Please ensure that proof of income and photos ID are provided as part of the 100 points of identification.**

| Item | Points | Item | Points |
|--------------------------------|--------|------------------------|--------|
| Drivers License | 40 | Medicare Card | 20 |
| Passport | 40 | Bank Debit/Credit Card | 20 |
| Other Photo ID | 20 | Bank Statement | 20 |
| Current Wage/Centrelink Advice | 30 | Telephone Account | 20 |
| Rental Reference | 20 | Electricity Account | 20 |
| Two Rent Receipts | 20 | Gas Account | 20 |

Deposit

Immediately upon approval of an application a deposit equivalent to the full bond (equivalent to 4 weeks' rent) is payable by bank cheque, money order or EFT. Details for payment will be provided. Our office does not accept cash payments. A 24 hour cooling off period applies, if you withdraw your application within this time, we will refund your deposit via EFT or trust account cheque. If you withdraw your application after the 24 hour cooling off period, the equivalent to 1 weeks' rent of your holding deposit is forfeited to the owner and the remainder refunded to you.

| | |
|----------------------|-------|
| Office Use | |
| ID Provided: | ----- |
| Privacy Declaration: | ----- |
| Received: | ----- |
| By: | ----- |

125 Redcliffe Parade, Redcliffe
 T 3283 2033
 F 3283 3100
 redcliffe.qld@raywhite.com

Bond

The bond will be lodged with the RTA once it has been received. You will receive notification of the details from the RTA.

First two weeks rent

This is payable prior to collecting the keys for the property. Please note the payment methods available. It is important to remember that this first two weeks rent will not have you in advance unless additional payments are made.

Tenancy Check

Your application will be checked against a national tenancy database (TICA) for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so that we can discuss it with you. We will also ask for your consent to confirm your information details with your employer; and discuss any previous tenancy with a former agent/lessor.

Applications not accepted

Our office will retain your application form for one month after lodgement. At this point the application will be destroyed to comply with privacy laws, unless otherwise instructed.

NOTE: Our office is not under any obligation to provide a reason for non-acceptance of application.

Tenant Induction

If your application is approved you will be called and an email will be sent to the address provided. We will ask that the deposit is paid and a time scheduled where all occupants can attend our office. This induction will take approximately 30 minutes. We will request the appointment be within 24 hours of approval.

Deposit

The Deposit is equivalent to the bond or four (4) week's rent, and holds the premises in favour of the Applicant for a period of 24 hours, starting from the date the Deposit is paid to the Agent after

the applicant has been approved. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 24 hour option period. In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Deposit will be applied in full to the rental bond.

Rent Payment Method

The initial payments of two (2) weeks rent and four (4) weeks bond is to be paid by bank cheque, money order or EFT. Personal cheques and cash will not be accepted. After this initial payment our preferred method of rent payment is Payment Gateway.

This payment option allows tenants to pay rent via direct debit, credit card, phone or internet banking as well as Bpay and payments at Australia Post. Your property manager will go into more detail about this payment method if you are approved for this property. As required by the Residential Tenancies and Rooming Accommodation Act 2008 the costs associated with Payment Gateway are as follows:

| | |
|---------------------|--------|
| Bank Account | \$1.65 |
| Credit Card | 2.2% |
| BPAY (bank account) | \$3.00 |
| Australia Post | \$4.00 |

Due to banking processing times, Payment Gateway funds do not clear into our bank account immediately; it takes 4 business days to clear.

Please factor this into your Commencement Date for rent payments. Other approved payment options are cheque, or deduction from pay only.

Tenancy Agreement Terms

These will be provided for you in a copy of the tenancy agreement, attached to the induction email. You are required to look over these prior to signing the agreement.

Should you have any questions at all we would be delighted to answer them.



PROPERTY DETAILS

Address:.....
 I/we have viewed the property: Yes No Lease start date:..... Lease Term:.....
 Rent per week:..... Names and ages of children:.....
 Pets: Please refer to page 6

PERSONAL DETAILS

| APPLICANT 1 | APPLICANT 2 |
|---|--|
| Full Name: | Full Name: |
| Home Phone: | Home Phone: |
| Mobile Phone: | Mobile Phone: |
| Email:..... | Email:..... |
| Date of Birth: | Date of Birth: |
| Smoker: Yes <input type="radio"/> No <input type="radio"/> | Smoker: Yes <input type="radio"/> No <input type="radio"/> |
| ID Number (drivers licence, passport, 18+ card) | ID Number (drivers licence, passport, 18+ card) |
| Emergency Contact: | Emergency Contact: |
| | |
| Emergency contact must be someone who is not living at this property. | |

PROPERTY REFERENCES

| APPLICANT 1 | APPLICANT 2 |
|--|--|
| Current Address: | Current Address: |
| | |
| Agent/Landlord: | Agent/Landlord: |
| Contact Details: | Contact Details: |
| Rent Paid: \$..... Time at property: | Rent Paid: \$..... Time at property: |
| Previous Address: | Previous Address: |
| | |
| Agent/Landlord: | Agent/Landlord: |
| Contact Details: | Contact Details: |
| Rent Paid: \$.....Time at property: | Rent Paid: \$.....Time at property: |
| Previous Address: | Previous Address: |
| | |
| Agent/Landlord: | Agent/Landlord: |
| Contact Details: | Contact Details: |
| Rent Paid: \$..... Time at property: | Rent Paid: \$..... Time at property: |



EMPLOYMENT REFERENCES

| APPLICANT 1 | APPLICANT 2 |
|--|--|
| Current Employer: | Current Employer: |
| Position: | Position: |
| Contact Details:..... | Contact Details:..... |
| Income: \$...../week, fortnight, month | Income: \$...../week, fortnight, month |
| Length of employment: | Length of employment: |
| | |
| Previous Employer: | Previous Employer: |
| Position: | Position: |
| Contact Details:..... | Contact Details:..... |
| Income: \$...../week, fortnight, month | Income: \$...../week, fortnight, month |
| Length of employment: | Length of employment: |
| | |
| Other income | Other income |
| Source: | Source: |
| Income: \$...../week, fortnight, month | Income: \$...../week, fortnight, month |

RELATIONSHIP TO OTHER APPLICANTS

| APPLICANT 1 | APPLICANT 2 |
|--------------------|--------------------|
| Name: | Name: |
| Relationship:..... | Relationship:..... |
| | |
| Name: | Name: |
| Relationship:..... | Relationship:..... |
| | |
| Name: | Name: |
| Relationship:..... | Relationship:..... |

NOTES/ADDITIONAL COMMENTS

| APPLICANT 1 | APPLICANT 2 |
|-------------|-------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |



APPLICANT 1 APPLICANT 2

I have had part of/my whole bond claimed previously:
If yes, why:

Yes No Yes No

I am listed on a tenancy database:
If yes, why:

Yes No Yes No

I have been declined for another rental property:
If yes, why:

Yes No Yes No

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner’s insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

- 1. My Previous letting agents and/or landlords;
- 2. My personal referees;
- 3. My place of employment and/or accountant;
- 4. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates t o any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise the Agent to disclose the personal information collected about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases. I authorise the Agent to disclose the personal information submitted on this form to HomeNow for the purposes of connecting my utilities.

SIGN HERE SO WE CAN PROCESS YOUR APPLICATION

Applicant 1:.....
Date:
Applicant 2:.....
Date:



PET APPLICATION

If more than 2 pets, please print and complete a separate Pet Agreement form.

| PET 1 | PET 2 |
|-------------------------------|-------------------------------|
| Type:..... | Type:..... |
| Breed:..... | Breed:..... |
| Name:..... | Name:..... |
| Age:..... Desexed: Yes / No | Age:..... Desexed: Yes / No |
| Council Registration #: | Council Registration #: |
| Colour: | Colour: |
| Description:..... | Description:..... |
| | |
| Photo provided: Yes / No | Photo provided: Yes / No |

Emergency Carer

Name:.....
Address:

Phone Number: Email:.....

Vet

Name:.....
Address:

Phone Number: After Hours Number:

The applicant/s acknowledges and agrees to the following terms:

1. The Lessor may agree to permit pet/s at the premises as specified in this pet application. Approval of application does not mean approval of pets.
2. Any pet other than the approved pet/s specified in the lease agreement and this pet application must first be requested by tenant/s in writing giving full details and then be approved in writing by the lessor PRIOR to the pet/s being allowed onto the premises.
3. The tenant shall be liable for any damage or injury whatsoever caused by the pets on the property, whether they are tenant/s pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the lessor for any claims by or injuries to third parties or the property caused by or as result of actions by their pet/s or their guests pet/s and regardless of their approval status.
5. The Tenant agrees to arrange for flea fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the lessor/agent to be carried out by a company complying with Australian standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the lease agreement.

Acknowledgement

Applicant Name:

Signature: Date:

Applicant Name:

Signature: Date: